Board Meeting Agenda Template (U.S. Format)

Organization Name: [Insert Name]

Date: [Insert Date]

Time: [Insert Start - End Time]

Location: [Insert Address or Virtual Meeting Link]

Meeting Chair: [Insert Name]

1. Call to Order

2. Roll Call / Quorum Check

3. Approval of Agenda

4. Approval of Prior Meeting Minutes

5. Conflict of Interest Disclosures

6. Executive Director / CEO Report

7. Financial Report

8. Old Business

9. New Business

10. Committee Reports

11. Board Discussion / Strategic Items

12. Votes & Resolutions

13. Next Meeting Date

14. Adjournment